



## PORTERVILLE DEVELOPMENTAL CENTER

### JOB OPPORTUNITY BULLETIN

### AUTOMOTIVE EQUIPMENT OPERATOR I (Department of Mental Health and Developmental Services)

<b>SALARY RANGE:</b>	<b>\$3,143 - \$3,610</b>
<b>TENURE/TIME BASE:</b>	<b>Full-Time/Permanent</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>General Services/Transportation</b>
<b>FINAL FILING DATE:</b>	<b>Continuous Until Filled</b>
<b>JOB CONTROL #:</b>	<b>JC-44061</b>

**General Services/Transportation has Four, Full-Time/ Permanent positions available.**

**DESCRIPTION OF DUTIES:** Operate and maintain delivery trucks and any vehicle needed to perform duties in the transportation department as scheduled by the Automotive Pool Manager or designee.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, employee transfers or reinstatements) or be list eligible as a result of taking an examination.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678) and Copy of Driver's License by the Final Filing Date. Applications submitted for vacancies must include the Position Title and Job Control Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Applications with "see resume" in the job duties, will be considered incomplete and will not be processed. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

***Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.***

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
Human Resources Personnel Examination and Recruitment  
P.O. Box 2000  
Porterville, CA. 93258  
26501 Ave. 140  
Porterville, CA. 93257  
(559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.